

Chapter 02: Records Common To All Sections At Post

DispAuthNo: GRS 23, item 8 **Date Edited:** 4/1/1999

DispAuthNo: Non-record **Date Edited:** 4/1/1999

DispAuthNo: **Date Edited:** 3/23/2006

DispAuthNo: Reserved **Date Edited:** 4/1/1999

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B-02-000-05 **Reserved for future use**

Description:

Disposition:

DispAuthNo: Reserved

Date Edited: 4/1/1999

Management Operations

B-02-001-01 **Chronological or Reading Files**

Description: Operating offices' extra copies of incoming and outgoing communications arranged by date. This file is maintained in addition to the official subject file and as such the information in it is duplicated.

EXCLUDED are the chronological files maintained in the Front Office (Ambassador, Deputy Chief of Mission, Consul General and Consul) and files which do not duplicate information in a subject file.

Disposition: Destroy when 1 year old.

DispAuthNo: Non-record

Date Edited: 4/1/1999

B-02-001-02 **Requests for Information**

Description: Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature.

Disposition: Destroy when 3 months old or when no longer needed, whichever is sooner.

DispAuthNo: GRS 14, item 1

Date Edited: 4/1/1999

B-02-001-03 **Duty Officer Log**

Description: Indicates time of arrival and departure, and actions or matters handled during off duty hours.

Disposition: Destroy 1 year after date of last entry.

DispAuthNo: II-NN-3544, item 26

Date Edited: 4/1/1999

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Diplomatic Pouch and Mail

B-02-002-01a Mailing Lists

Description: a. Correspondence, request forms, and other records relating to changes in mailing lists.

Disposition: Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.

DispAuthNo: GRS 13, item 4a **Date Edited:** 4/1/1999

B-02-002-01b Mailing Lists

Description: b. Card lists.

Disposition: Destroy individual cards when cancelled or revised.

DispAuthNo: GRS 13, item 4b **Date Edited:** 4/1/1999

Personnel

B-02-003-01 Time and Attendance Source Records

Description: Originating office time and attendance records upon which leave and pay are based, such as time and sign-in sheets; OF-1130, time and attendance reports; DS-1734M, TATEL/PC draft and final reports; JF-56, Authorization of Premium Compensation; DS-1216, Leave Statements; OPM 71, Application for Leave; flextime records, and leave applications for jury and military duty. Records may be in either electronic or paper form.

Disposition: Destroy after GAO audit or when 6 years old, whichever is sooner.

DispAuthNo: GRS 2, item 8 **Date Edited:** 10/20/2006

Security

B-02-004-01 Top Secret Documents - Arranged by subject or control number

Description: Consist of telegrams, memorandum, and other material maintained in the IPU. Files are maintained in the IPU for the Principal Officers or any of the operating offices of the post. Files are maintained apart from the Subject Files because of security classification and the need to inventory them.

Disposition: Permanent. Cut off at the end of the calendar year or when no longer needed for operational purposes. Retire to RSC when 1 year old. Pouch separately from Subject File because of classification. Transfer to WNRC when 2 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-84-91-3, item 5 **Date Edited:** 4/1/1999

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Transitory Files (including in electronic form)

B-02-005-01 Transitory Files (including in electronic form)

Description: Records of short-term (180 days or less) interest, including in electronic form (e.g., email messages), which have minimal or no documentary or evidential value. Included are such records as:

Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply;

Quasi-official notices including memoranda and other records that do not serve as the basis of official action, such as a notice of holidays or charity and welfare fund appeals, bond campaigns, and similar activities;

Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material;

Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities;

Suspense and tickler files or "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected, and if not received should be traced on a given date.

Disposition: TEMPORARY: Destroy immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature of electronic mail systems).

DispAuthNo: GRS 23, item 7

Date Edited:

4/1/1999

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RESERVED - Electronic Mail and Word Processing System Copies

B-02-006-01 Electronic Mail and Word Processing Systems Copies

Description: Electronic copies or records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other schedules. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition: TEMPORARY: Destroy/delete within 180 days after the recordkeeping copy has been produced.

DispAuthNo: GRS 23, item 10a **Date Edited:** 3/22/2006

B-02-006-01a Electronic Mail and Word Processing Systems Copies

Description: Electronic copies or records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other schedules. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

b. Copies for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition: TEMPORARY: Destroy/delete when dissemination, revision, or updating is completed.

DispAuthNo: GRS 23, item 10b **Date Edited:** 3/22/2006
